

## **FINGERPRINTING AND RECORDS CHECK POLICY**

The Judicial Conference's Committee on Judicial Resources has endorsed a policy that allows all Federal Courts and related agencies to establish a security clearance policy with related records check procedures for employees who have been appointed to positions which are considered sensitive. The endorsement of this policy is consistent with the Court's obligation to the public to exercise reasonable care in the hiring and supervision of its employees.

The Court has determined that all District Court employees have access to sensitive information and thereby all positions are to be considered sensitive. There is a legitimate interest in establishing a consistent policy on background checks for new employees and existing employees. Accordingly, it is the policy of the Court that all current employees and new employees of the District Court shall be subject to fingerprinting and records checks.

In addition to the probationary period procedures currently in place with regard to work quality, quantity, attendance, initiative, tact, dependability, and team work, new employees will be hired provisionally and continued employment will depend on the successful completion of any necessary records checks. Below is a description of the checks to be performed:

### **Federal Bureau of Investigation National Name Check Program and Fingerprinting Check**

The FBI is the federal agency which manages the National Name Check Program. An employee provides information regarding any and all names ever used, social security number, date and place of birth, and home address on a form which will be provided. This information is submitted to the FBI for verification and clearance through its Central Records System.

An employee's fingerprints will also be obtained and submitted to the FBI. The fingerprints are analyzed and compared to data already entered into the FBI's computer files to determine if the employee fingerprinted has a criminal record.

### **National Crime Information Center (NCIC) Check**

An individual's name and social security number are used by the FBI and other law enforcement agencies to search arrest records and outstanding warrants on individuals who may be wanted by local, state or federal law enforcement agencies. Currently, the District's United States Marshal's Office is performing this search.

### **Procedures on Initiation, Review, Maintenance and Outcome of Records Checks**

All employees, both current and new appointments, will be asked to provide a set of fingerprints to the District's United States Marshal's Office at a time to be scheduled by the Court's human resources staff.

Information obtained shall only be submitted to the Chambers Judge for each Judge's Chambers staff or to the Clerk of Court for Clerk's Office staff and made available to appropriate judicial officers, the Chief Deputy, and designated officials on an as needed basis. Completed records checks data shall be kept confidential and maintained in a secure manner. Information obtained may be discussed with an employee; however, the Court is not authorized to distribute copies of any report. Each employee shall be given the opportunity to provide additional information so as to resolve any matter of concern.

Court employees should promptly notify the Clerk of Court or their Chambers Judge of any arrest or summons for any criminal violation, other than minor traffic violations. Negative results from the fingerprinting and/or records checks will be reviewed with the employee and may result in the imposition of an appropriate disciplinary action, up to and including termination.

**CONFIDENTIAL** Information Needed for  
Fingerprinting and Background Check

Please complete the form and return it to the Human Resources Department

Name (Last, First, Middle*) *Provide middle name given at birth If no middle name, indicate "NMN" If middle initial only, type the initial followed by IO	
Alias (other names used including maiden, previous married name, signature name, nicknames, etc.)	
Home Address	
Social Security Number	
Date of Birth	
Place of Birth (City, State, Country)	
Citizenship	US <input type="checkbox"/> Other <input type="checkbox"/> (please indicate)
Sex	Male <input type="checkbox"/> Female <input type="checkbox"/>
Race/Ethnicity	White/Caucasian <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/>
Height	
Weight	
Color of Eyes	
Color of Hair	